# Accessing Webinars
# and Computer-Based Training
## my|CalPERS Training Registration
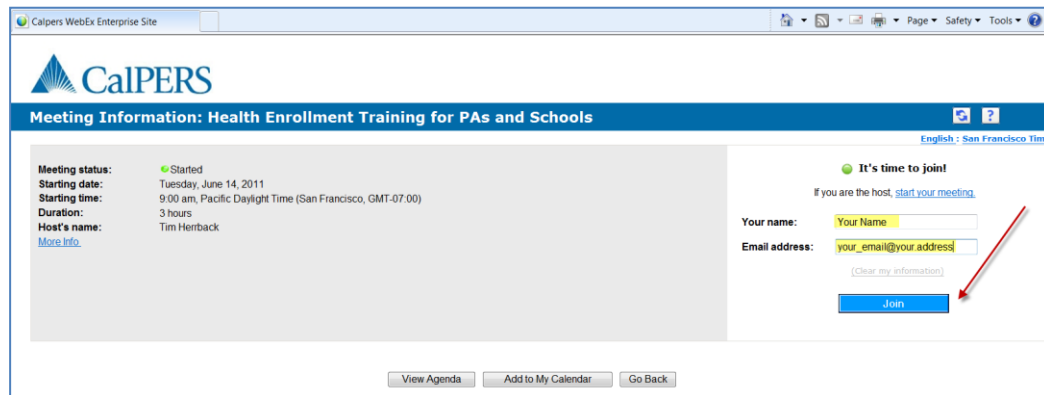
## Accessing Webinars

| Step | Action |
|------|--------|
| 1.1 | Log in to my|CalPERS Training Registration using your email address and confirmation code. You will be redirected to your *Training Registration Summary* page.<br><br>**Note**: You need to be registered for a webinar (WT) before you can access it. To register for a WT, visit my|CalPERS Training Registration. |
| 1.2 | To access a WT, select the Webinar URL, which will appear 30 minutes prior to the start time.<br><br> |
| 1.3 | You will be redirected to another page. Select the link **join as a participant**.<br><br> |

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## Accessing Webinars, Continued

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| 1.4 | Enter your name and email address and then select **Join**.  |
| 1.5 | To access the audio portion of the WT, dial the phone number as listed on your *Training Registration Summary* page. Then, enter your passcode and follow the prompts given.  |

## Accessing Computer-Based Training

| Step | Action |
|---|---|
| 2.1 | Log in to my\|CalPERS Training Registration using your email address and confirmation code. You will be redirected to your *Training Registration Summary* page.<br><br>**Note**: You need to be registered for a computer-based training (CBT) course before you can access it. To register for a CBT, visit my\|CalPERS Training Registration. |
| 2.2 | To access a CBT course, select the CBT URL.<br><br>**Computer-Based Training**<br><br>| Course Code | CBT-01 |<br>| Course Title | my\|CalPERS Overview and Demographics for Employers |<br>| CBT URL | http://www.calpers.ca.gov/jasper/ei/pert/registration/url.jsp?regId=1583&code=10001<br>(Adobe Flash Player is required to view computer-based training modules.) |<br>| Status | Registered |<br>| Actions | Unregister |<br><br>**Note**: You can access CBT courses immediately after registering for them. They are available to view as many times as you wish. |
| 2.3 | To continue a lesson from where you previously left off, launch the CBT by selecting the URL on your *Training Registration Summary* page and then select the lesson you wish to view from the main menu. |

## Having Trouble Viewing Computer-Based Training?

If you are experiencing difficulty viewing a computer-based training course, follow the tips on CalPERS On-Line.